

REQUEST FOR APPLICATIONS
RFA # GD0—CRG—10

FY 2010 Public Charter School Replication and Growth Grant

District of Columbia
Office of the State Superintendent of Education



Office of Public Charter School Financing and Support

RFA Release Date
May 7, 2010

Application Submission Deadline
June 4, 2010

Checklist for Application
FY 2010 Public Charter School Replication and Growth Grant

- ☐ The applicant is submitting one (1) original application and one (1) electronic copy emailed to opcsfs.funding@dc.gov. (PDF Format is preferred.) If the applicant fails to submit (1) original application and (1) electronic copy, the application will not be reviewed.
- ☐ The applicant has responded to all sections of the Request for Applications (“RFA”) and the application contains all the information and Attachments requested
- ☐ The Application Content section is complete. **All items may not be applicable to your application, be sure to review Eligibility and Narrative Criteria requirements under Section 3.1 & 3.2.** The review panel will not review applications that do not conform to the application format.
 - ☐ Campus Justification (if applicable)
 - ☐ Start-Up Plan Framework
 - ☐ Business Plan Framework
 - ☐ Operating Budget
 - ☐ Monthly Cash Flow Projections
 - ☐ 5 Year Revenue and Expenditure Projections
 - ☐ Implementation Action Plan and Budget
- ☐ **Attachment 5.2** Applicant Profile is attached, complete and first page of the application.
- ☐ **Attachment 5.9** Original Receipt
- ☐ W-9 Form, if applicable
- ☐ The applicant has submitted the Notice of Intent to Apply form by May 14, 2010 (**Attachment 5.1**).
- ☐ The application is submitted to the OSSE no later than 5:00 p.m. on the deadline date of June 4, 2010.
- ☐ **Applications received at or after 5:01 p.m. EST, on June 4, 2010, will not be forwarded to the Review Panel. Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m. Applicants will not be allowed to assemble application materials on the premises of the OSSE. Applications must be ready for receipt by the OSSE.**

**FY 2010 Public Charter School Replication and Growth Grant
REQUEST FOR APPLICATIONS**

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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Office of Public Charter School Financing and Support (the “OPCSFS”), within the Office of the State Superintendent of Education (the “OSSE”), will be soliciting grant proposals from conditionally approved District of Columbia public charter schools and qualified public charter school local education agencies (LEAs). The OPCSFS is seeking to increase the number of high quality seats in charter schools in the District and seeking to support existing public charter schools to expand to provide a quality education for more students.

Applications are due on June 4, 2010.

1.2 Purpose of Funds

The purpose of the Replication & Growth Grant is to increase the number of new campuses of high-performing public charter schools, therefore enhancing the number of seats available for students and families seeking a high quality education. This grant is targeted to new and existing public charter school operators starting new campuses. This grant will provide:

- Financial assistance for quality public charter school planning, program design, and initial start-up activities; and
- Support to existing quality public charter school LEAs for the initial implementation of their new campuses.

Funding under this program will be awarded for a period not to exceed 18 months. Continuation of the award is based upon the availability of funds.

The process of planning and creating a new public charter school is a challenging and time consuming effort. The federal government has realized this and has created a funding mechanism to help new schools with various phases of the process. Similarly, philanthropic efforts are targeted to the unique needs of public charter schools and their operators. The OSSE seeks to supplement and complement these efforts to provide support for all public charter school operators.

1.3 Source of Funds

The United States Congress awarded the funds to the District of Columbia for initiatives such as those contained in this Request for Applications.

1.4 Grant Award

The Replication & Growth Grant is competitive. A panel of neutral, qualified, professionals will review all eligible applications. Grant award payments will be made in accordance with the approved grant application, business plans and accompanying budget for the program and/or services.

1.5 Funds Available and Funding Period

A total of up to \$4,650,000 in grant funds will be available for this competition. The funds will be awarded based on eligibility and merit.

The duration of this grant is for a period of one year from the date of award.

Select founding groups and existing LEAs may be eligible for additional funds based on the quality of the educational program and number of new seats proposed. If the applicant successfully meets the objectives, the Office of the State of Superintendent may extend the term and increase the amount of this grant. The total duration of this grant, including any continuations under this provision, shall not exceed three years.

Award Categories:

Applicants shall apply for funds through one of the two following categories:

- Planning and Program Design, and
- Implementation

CATEGORY 1 PLANNING AND PROGRAM DESIGN

1a. (Feasibility). Up to \$25,000 may be awarded before filing an amendment to the chartering authority, to encourage existing public charter school operators to undertake a feasibility analysis for opening another campus. **This grant supports activities related to conducting a feasibility analysis to expand and/or replicate a new campus, including Pre-Kindergarten and Adult Education during the first or second year prior to opening.**

1b. (Conditional Approval). Up to \$50,000 may be awarded for planning purposes once a new charter school is conditionally approved to open a new campus in SY 11-12. This grant **supports start-up activities for a new school, including Pre-Kindergarten and Adult Education during the year prior to opening.**

1c. (Final Approval). Up to \$100,000 may be awarded for planning purposes for an existing public charter school operator already approved to open a new campus in SY 11-12. **This grant supports start-up activities for a new campus, including Pre-Kindergarten and Adult Education during the year prior to opening.**

CATEGORY 2 INITIAL IMPLEMENTATION

2a. (Initial Implementation Year 1). Up to \$200,000 may be awarded for new campuses in their first year of operation in SY 10-11. This grant **supports activities related to the planning and opening of a new campus, including Pre-Kindergarten and Adult Education, for those schools and campuses who are not eligible to receive Charter Schools Program, Title V, Part B grant funding due to the restrictions of that separate grant.**

2b. (Initial Implementation Year 2). Up to \$200,000 may be awarded for new campuses in their second year of operation in SY 10-11. This grant **supports activities related to the planning and opening of a new campus, including Pre-Kindergarten and Adult Education, for those schools and campuses who are not eligible to receive Charter Schools Program, Title V, Part B grant funding due to the restrictions of that separate grant.**

2c. (Initial Implementation Year 3). Up to \$200,000 may be awarded for new campuses in their third year of operation in SY 10-11. This grant **supports activities related to the planning and opening of a new campus, including Pre-Kindergarten and Adult Education, for those schools and campuses who are not eligible to receive Charter Schools Program, Title V, Part B grant funding due to the restrictions of that separate grant.**

1.6 Eligibility

An eligible applicant that has received conditional approval or a not for profit that has a charter from the authorized public chartering authority to operate as a public charter school in the District of Columbia. Only those schools determined to meet the eligibility requirements are eligible to apply.

LEAs are eligible to apply for funding under Category 1 and Category 2. An application must be submitted for each campus applying for funding.

A campus is defined as a school possessing a School NCES ID separate from the main campus/LEA and a Public Charter School Board (PCSB) Accountability Plan. If this is not the case, please provide a written justification with application on the planning process to obtain a School NCES ID and PCSB Accountability Plan.

The following eligibility requirements are also necessary for the Categories 1& 2 Planning and Program Design and Implementation grants:

CATEGORY 1 PLANNING AND PROGRAM DESIGN

1a. (Feasibility). Have met 2009 DC-CAS proficiency targets in Reading and Math, Grades 3-6 and/or 7-12. If AYP targets were not met or the LEA does not offer instruction in the abovementioned grade levels, the LEA must provide a thorough and detailed justification utilizing academic data to be considered for funding. Funding is only available for LEAs that have one (1) campus.

1b. (Conditional Approval). Have conditional approval from the DC Public Charter School Board to begin the planning process to open in SY 2011-2012.

1c. (Final Approval). Have authorization to open a new campus in the 2010-2011 school year, is an established charter school who has been open and educating students for at least 5 school years, and is not eligible or has not received Charter Schools Program, Title V, Part B grant funding, for the campus to be opened.

CATEGORY 2 INITIAL IMPLEMENTATION

2a. (Initial Implementation Year 1). Not eligible for, and/or has not received Charter Schools Program, Title V, Part B grant funding for this campus

2b. (Initial Implementation Year 2). Have a campus that will be in its second year of operation in SY 2010-2011, and not eligible for the federal Charter Schools Program Start-up and Implementation funding.

2c. (Initial Implementation Year 3). Have a campus that will be in its third year of operation in SY 2010-2011, and was never eligible for the federal Charter Schools Program Start-up and Implementation funding.

1.7 Permissible Use of the Grant Funds

Grantees may only use grant fund for allowable grant project expenditures during the grant project period. The OSSE will evaluate all grant project budgets to ensure expenditures are allowable.

The following are *examples* of expenditures which *may* be considered **allowable**:

- Purchase of curriculum materials, supplies, and equipment, and for essential services and other start-up costs.
- Reasonable wages, salaries and consulting fees if in direct support of one or more of the grant activities.
- Reasonable attorney fees, only for **start-up expenses** (e.g., 501 (c) 3 application filing with IRS) that are incurred after a grant award is fully executed.
- Reasonable accounting fees are allowed for planning, development, system implementation and training for key staff.
- Organizational membership dues to associations.
- Reasonable facility identification and evaluation costs to secure an appropriate facility for the new campus.
- Food costs are allowable only if specifically included in approved budget narrative or incurred during the course of travel, which makes them allowable up the approved per diem amount.
- Educational items purchased to promote your school (e.g. pencils or bookmarks with your school logo) as well as T-shirts or other school apparel for students or staff are allowable
- Costs related to leveraging other funding sources.
- Day-to-day operation and administration of the charter school once serving students.

The following are *examples* of expenditures which *may* be considered **disallowable**:

- Costs incurred before a grant agreement is fully executed and/or costs incurred or obligated after the end date of a grant agreement.
- Individual memberships.
- Costs incurred after a facility has been identified (architectural design, renovation, purchases and/or leases, construction) are not allowable.
- Down payments or deposits for school facilities.
- Debt service costs.
- Alcoholic beverages.
- Gifts and gift certificates, including gift cards.
- Fines and penalties.
- Contributions and donations.
- Per pupil monitoring and/or oversight fee charged by sponsor.
- All sales tax expenses are disallowable expenditures unless the tax was incurred during travel, which makes them allowable.
- Real estate tax.
- Mortgage interest.

- Insurance cost which includes the following; liability coverage for the Board, property, comprehensive, boiler and machinery, crime, commercial, employee benefits liability, umbrella, general liability building replacement, transportation, business income.
- On-going expenditures that are not directly related to planning and program design and/or implementation.
- School vehicles.

SECTION 2. SUBMISSION OF APPLICATION

2.1 Schedule

- **RFA Release**

The release date of the RFA is April 30, 2010. The RFA is available both on-line at www.osse.dc.gov and in hard copy at the Office of the State Superintendent of Education, 810 First Street, NE, 9th Floor, Washington, DC 20002.

- **Pre-Application Conference**

Two separate pre-application conferences will be held for Category 1 and Category 2.

Category 1- Planning and Program Design will be held May 19, 2010 at 810 First Street, NE, 9th Floor, Washington, DC 20002, from 10:00am to 12:00pm.

Category 2- Initial Implementation will be held May 19, 2010 at 810 First Street, NE, 9th Floor, Washington, DC 20002, from 2:00pm to 4:00pm.

- **Intent to Apply**

An intent to apply form must be submitted to the OSSE by 5:00pm on May 14, 2010. This form should be submitted via email to opcsfs.funding@dc.gov or facsimile at (202) 727- 2019. (See Attachment 5.2)

- **Applications Due**

Applications are due on June 4, 2010 by 5:00pm. Applications must be delivered to:
Office of the State Superintendent of Education
Attention: Stefan Huh, Director
Office of Public Charter School Financing and Support
810 First Street, NE, 9th Floor
Washington, DC 20002

One original application should be submitted. However, please submit two (2) copies of the original receipt. One electronic copy of the application, preferably PDF, should be emailed to opcsfs.funding@dc.gov

- **Awards Announcement**

The OPCSFS expects to issue an award letter no later than July 30, 2010. The recipient of

the grant award is expected to be notified by August 13, 2010.

- Updates
Information and updates regarding this RFA will be made available on-line at www.osse.dc.gov
- Contact Person
Applicants are advised that the authorized contact person for all matters concerning this RFA is:

Name:	Renee Evans
Title:	Program Manager
Mailing Address:	810 First Street, NE, 9 th Floor Washington, DC 20002
Telephone:	(202) 727-8488
Email Address:	reneem.evans@dc.gov

Applicants are encouraged to email questions to the contact person listed above.

2.2 Review Panel

The review panel for this RFA comprise of two separate panels depending upon which category the founding group or LEA apply to. For those schools that meet the Walton Family Foundation (WFF) criteria which includes 50% free and reduced-price meal eligibility and serve grades Kindergarten – 12th grade, their application will be reviewed by the WFF panel. Those not meeting the criteria will be reviewed by an OSSE managed panel.

Each panel will be comprised of neutral, qualified professional individuals who have been selected for their unique related experiences. The review panel will review, score and rank each applicant's proposal. When the review panel has completed its review, the panel shall make recommendations for a grant award based on the scoring process. The Office of Public Charter School Financing and Support will make the final decisions.

SECTION 3. APPLICATION CONTENT

3.1 Application Format

The Office of Public Charter School Financing and Support is collaborating with the Walton Family Foundation for this competitive process. The application format will follow the Walton Family Foundation Public Charter School Start-up Proposal, Business Plan and Financial Projections for funding under Categories 1a-2a. Categories 2b and 2c have complete requirements developed by OSSE.

The awards are similarly related to the Walton Family Foundation (WFF) categories of Pre-Planning, Pre-Authorization and Post-Authorization Grants, as the application is adapted from the WFF Start-Up grant. The intent is to make it easy for applicants to apply separately for both grants with little duplication of efforts. The OSSE application has fewer responses than the WFF

application because of the nature of some of the questions. Please feel free to duplicate answers from the WFF application to this application.

3.2 Narrative Criteria

CATEGORY 1 PLANNING AND PROGRAM DESIGN

1a. (Feasibility)

- OSSE Start-up Plan Framework- [Attachment 5.3](#)

1b. (Conditional Approval)

- OSSE Start-up Plan Framework- [Attachment 5.3](#)
- OSSE Business Plan Framework/Outline- [Attachment 5.4](#)
 - OSSE Excel Workbook which includes:
 - Operating Budget- [Attachment 5.5](#)
 - Monthly Cash Flow Projections- [Attachment 5.6](#)
 - 5-year Revenue and Expenditure Projections- [Attachment 5.7](#)

1c. (Final Approval)

- OSSE Start-up Plan Framework- [Attachment 5.3](#)
- OSSE Business Plan Framework/Outline- [Attachment 5.4](#)
 - OSSE Excel Workbook which includes:
 - Operating Budget- [Attachment 5.5](#)
 - Monthly Cash Flow Projections- [Attachment 5.6](#)
 - 5-year Revenue and Expenditure Projections- [Attachment 5.7](#)

CATEGORY 2 INITIAL IMPLEMENTATION

2a. (Initial Implementation Year 1)

- OSSE Start-up Plan Framework- [Attachment 5.3](#)
- OSSE Business Plan Framework/Outline- [Attachment 5.4](#)
 - OSSE Excel Workbook which includes:
 - Operating Budget- [Attachment 5.5](#)
 - Monthly Cash Flow Projections- [Attachment 5.6](#)
 - 5-year Revenue and Expenditure Projections- [Attachment 5.7](#)

2b. (Initial Implementation Year 2)

- Action Plan Template, including Goals, Activities and Budget- [Attachment 5.8](#)

2c. (Initial Implementation Year 3)

- Action Plan Template, including Goals, Activities and Budget- [Attachment 5.8](#)

SECTION 4. GENERAL PROVISIONS

4.1 Certificate of Good Standing

Each applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current to within 60 days of the application submission.

4.2 D.C. Obligations

Each applicant must submit a notarized statement verifying that it is current on all obligations outstanding to any DC agency or entity.

4.3 Audits

At any time or times before final payment and three (3) years thereafter, the District and respective jurisdictional administrative agencies may have the applicant's expenditure statements and source documents audited.

4.4 Nondiscrimination in the Delivery of Services

In accordance with Title IV of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefit of, or be subjected to discrimination under any program activity receiving FY 2009 Appropriations Act, Public Law 110-161 funding.

4.5 W-9

Conditionally approved charters applicants are required to complete and sign a W-9. A W-9 form can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

4.6 Additional Information

The OSSE reserves the right to request and be provided additional information, including, but not limited to financial statements, as may be deemed necessary by the OSSE.

4.7 Monitoring and Reporting

The OSSE will monitor the sub-grantee through site visits and quarterly reviews of project reports. The specific schedules will be established and agreed upon immediately after the grant is awarded.

4.8 Organizational and Governance Documents

Upon notification of award, sub-grantees must certify that the following documents are on file at its business office or main location; organizational charts, signed articles of incorporation, and any other organizational and governance documents of the agency.

4.9 Cooperation with OSSE

The sub-grantee will:

- Cooperate with the OSSE in evaluating the program; and
- Maintain appropriate financial management practices as required, including tracking activity for this project separately in the sub-grantee's Chart of Accounts.

4.10 Conflict of Interest

Sub-grantees must avoid apparent and actual conflicts of interest when administering grants.

4.11 Appendices

Appendices can be submitted, if applicable.

SECTION 5. ATTACHMENTS

Attachment 5.1

Application Cover Sheet		
Organization Name:		
Contact Name:	Title:	Phone:
Address:		Fax:
City:	State:	ZIP Code:
Grant Coordinator <i>if other than contact</i> :		Title:
Email Address:		Phone:
Name of Project:		Total Funds Requested: \$
Project Description:		
Certification/signatures		
I certify to the best of my knowledge, the information contained in this application is correct and complete and that the Organization and its representatives will carry out all program or activity related to the Public Charter School Service Integration Coordination Grant.		
Printed Name and Title of Authorized Person:		
Signature:	Date (MM/DD/YYYY):	

Official Intent to Apply Notification
(To Be Received By OSSE No Later than May 14, 2010 by 5:00 pm)

TO: Ms. Renee Evans
Office of Public Charter School Financing and Support
DC Office of the State Superintendent of Education
810 First Street, NE, 9th Floor
Washington, DC 20002
Telephone: (202) 727-8488
FAX: (202) 727-2019

RE: Please accept this notification that the following ***eligible*** founding group or LEA intends to apply for consideration of funding under the Replication and Growth RFA.

Organization Name: _____

Organization Address: _____

Collaborators (if any): _____

Contact Person: _____

Telephone: _____

Fax: _____

Email: _____

Signature: _____ Date: _____

I intend to attend the following Pre-Application Conference(s):

☐ **Category 1- Planning and Program Design** will be held May 19th, 2010 at 810 First Street, NE, 9th Floor, Washington, DC 20002, from 10:00am to 12:00pm.

Number of Attendees: _____

☐ **Category 2- Initial Implementation** will be held May 19th, 2010 at 810 First Street, NE, 9th Floor, Washington, DC 20002, from 2:00pm to 4:00pm.

Number of Attendees: _____

START-UP PLAN FRAMEWORK

The Replication and Growth Grant for new campus start-up and initial implementation offer financial support to qualified founding groups and LEAs while they are planning or implementing a new campus. The grant awards are in two (2) categories and LEAs can apply for any of the awards within Planning and Program Design & Initial Implementation. An application must be submitted for each campus applying for funding.

The awards are similarly related to the Walton Family Foundation (WFF) categories of; Pre-Planning, Pre-Authorization and Post-Authorization Grants, as the application is adapted from the WFF Start-Up grant. The intent is to make it easy for applicants to apply separately for both grants with little duplication of efforts. This application has fewer responses than the WFF application because of the nature of some of the questions. Please feel free to duplicate answers from the WFF application to this application.

CATEGORY 1

PLANNING AND PROGRAM DESIGN

1a) Feasibility

Up to \$25,000 may be awarded up to 12-24 months before filing a charter amendment or petition to encourage charter school operators to undertake a feasibility analysis for opening another campus in SY 11-12 or SY 12-13.

1b) Conditional Approval

Up to \$50,000 may be awarded for planning purposes once a new charter founding group is conditionally approved to open a new campus in SY 11-12.

1c) Final Approval

Up to \$100,000 may be awarded for planning purposes for an existing charter school operator already approved to open a new campus in SY 11-12.

CATEGORY 2

INITIAL IMPLEMENTATION

2a) Implementation Year 1

Up to \$200,000 may be awarded for a new campus in their first year of operation in SY 10-11.

2b) Implementation Year 2

Up to \$200,000 may be awarded for a new campus in their second year of operation in SY 10-11.

2c) Implementation Year 3

Up to \$200,000 may be awarded for a new campus in their third year of operation in SY 10-11.

START-UP APPLICATION

GENERAL INFORMATION

Please indicate the grant for which the founding group or LEA is applying for. An application must be submitted for each campus applying for funding. ***If Word version is needed, please email opcsfs.funding@dc.gov to request the file.***

CATEGORY 1

PLANNING AND PROGRAM DESIGN

☐ **1a) Feasibility**

Up to \$25,000 may be awarded up to 12-24 months before filing a charter amendment or petition to encourage charter school operators to undertake a feasibility analysis for opening another campus in SY 11-12 or SY 12-13.

☐ **1b) Conditional Approval**

Up to \$50,000 may be awarded for planning purposes once a new charter founding group is conditionally approved to open a new campus in SY 11-12.

☐ **1c) Final Approval**

Up to \$100,000 may be awarded for planning purposes for an existing charter school operator already approved to open a new campus in SY 11-12.

CATEGORY 2

INITIAL IMPLEMENTATION

☐ **2a) Initial Implementation Year 1**

Up to \$200,000 may be awarded for a new campus in their first year of operation in SY 10-11.

☐ **2b) Initial Implementation Year 2**

Up to \$200,000 may be awarded for a new campus in their second year of operation in SY 10-11.

☐ **2c) Initial Implementation Year 3**

Up to \$200,000 may be awarded for a new campus in their third year of operation in SY 10-11.

Proposal Date: _____

CMO Affiliation:

(If not applicable, list N/A) _____

Charter School Growth Fund (CSGF) Affiliation: YES NO

Person Completing form: _____ Title: _____

(Primary contact for proposal and board member)

Telephone: _____

Fax: _____

E-Mail: _____

Support Contact and Title: _____

(Colleague, board member or assistant of primary grant contact)

Telephone: _____

Fax: _____

E-Mail: _____

Name of School: _____

Address: _____

City: _____ State: _____ Zip: _____

If school has used another name in the past please list:

--

Name of any key supporting organizations(s):

--

Is any individual or organization affiliated with this application currently applying for or been approved/declined funding a WFF grant?

--	--

If yes, please list organization/school, purpose of grant, year awarded/declined, and grant amount:

--

Check the situation that best describes your 501(c)(3) tax status with the IRS:

Have received 501(c)(3) determination letter from the IRS. Please list the name of the organization as stated on the IRS determination letter: (Checks will be made payable to the 501(c)(3) organization, when applicable.)
--

Have applied for 501(c)(3) tax status but have not yet received a determination letter. Please indicate the month/day/year when you submitted your IRS request: _____

Do not intend to apply for 501(c)(3) status. Please explain:
--

Do You or will you have a checking account open in the name of the school?

If yes, date checking account was opened? _____

--	--

I. CHARTER AUTHORIZATION PROCESS AND TIMELINE

Charter school authorizing board, group, or agency:

--

Contact at the authorizing agency: _____

Telephone: _____

Anticipated date of charter approval: _____

Actual charter approval date: _____

Length of initial charter term: _____ years. Charter to be renewed/renewed in year: _____

Date of school's planned opening (mm/dd/yy): _____

Has a business plan been created for the school?

Completion Date: _____

II. PREMISE FOR FOUNDING SCHOOL:

Please briefly describe the school's purpose and history:

--

Please list current educational options (private, charter, traditional public, other) that are already available to your target population in the grades you are planning to offer. Describe their general academic performance:

--

III. TARGET POPULATION

Number of students when opening school	
Grades served when opening school	
Year school plans to achieve full enrollment	
Estimated number of students when fully enrolled	
Estimated grades served at full enrollment	

		First Year %	Full Enrollment %
Anticipated/actual racial/ethnic composition of student body (by %):	African American		
	Hispanic		
	Asian		
	Native American		
	White		
	Other		

Anticipated/actual eligible for Free and Reduced lunch (by %):

--

Anticipated/actual classified as English Language Learners (by %):

--

Please describe how the school is recruiting families, including advertising, community meetings, door-to-door canvassing, etc. and list how many students are on the school's "intent to enroll" list:

--

Please briefly outline leadership's experience serving the target population, particularly in providing educational services:

--

IV. INSTRUCTIONAL FOCUS & METHODS

Please outline the school's schedule in comparison to surrounding district(s):

Number of school days per year	
Total hours of class time each year (for 100% of students)	
Hours in academic programs each day (for 100% of students)	
Hours in the extended school day (including academic enrichment activities and remediation)	

	Type	Pct
Note % of students in each type of extended day program		

Within this framework, please summarize how you have structured the typical school day or week.

--

Please describe the instructional methods that teachers will use so that students acquire important skills and knowledge. Why are these methods appropriate to the student population, and how will they ensure that students meet state learning requirements?

--

V. TEACHERS

Please list the top three criteria used to evaluate a teacher's job performance. Include who conducts the evaluations, and how often they will occur in the first three years of operations:

--

How has teacher compensation been determined?

--

Outline the process developed for hiring and dismissal of teachers, also name those responsible for steps in the outline:

--

How did you design and compose employment practices/policies and did you use a consultant?

--

If your school does not plan to use any human resource documentation (teacher contracts, employee handbook, or salary schedules) please describe how you plan to communicate details of employee policies and practices:

--

VI. ACADEMIC ASSESSMENT AND PERFORMANCE

Please identify and outline the standards, curriculum, formative assessments (conducted throughout the school year), summative assessments (cumulative and conducted at the end of the school year) as well as performance goals for each major subject area that form the basis for the school's academic accomplishments:

English and Language Arts			
Primary Standards		Reason For Choosing	
Supplemental Standards (if any)		Reason For Choosing	
Primary Curriculum		Reason For Choosing	
Supplemental Curriculum (if any)		Reason For Choosing	
Formative Assessment Tools (by grade, if applicable)		When Administered	
Summative Assessment Tools (by grade, if applicable)		When Administered	
Publicly Stated Performance Goals for Summative Assessments		Internal Performance Goals for Summative Assessments	

Mathematics			
Primary Standards		Reason For Choosing	
Supplemental Standards (if any)		Reason For Choosing	
Primary Curriculum		Reason For Choosing	
Supplemental Curriculum (if any)		Reason For Choosing	
Formative Assessment Tools (by grade, if applicable)		When Administered	
Summative Assessment Tools (by grade, if applicable)		When Administered	
Publicly Stated Performance Goals for Summative Assessments		Internal Performance Goals for Summative Assessments	

Science			
Primary Standards		Reason For Choosing	
Supplemental Standards (if any)		Reason For Choosing	
Primary Curriculum		Reason For Choosing	
Supplemental Curriculum (if any)		Reason For Choosing	
Formative Assessment Tools (by grade, if applicable)		When Administered	
Summative Assessment Tools (by grade, if applicable)		When Administered	
Publicly Stated Performance Goals for Summative Assessments		Internal Performance Goals for Summative Assessments	

Social Studies			
Primary Standards		Reason For Choosing	
Supplemental Standards (if any)		Reason For Choosing	
Primary Curriculum		Reason For Choosing	
Supplemental Curriculum (if any)		Reason For Choosing	
Formative Assessment Tools (by grade, if applicable)		When Administered	
Summative Assessment Tools (by grade, if applicable)		When Administered	
Publicly Stated Performance Goals for Summative Assessments		Internal Performance Goals for Summative Assessments	

Art			
Primary Standards		Reason For Choosing	
Supplemental Standards (if any)		Reason For Choosing	
Primary Curriculum		Reason For Choosing	
Supplemental Curriculum (if any)		Reason For Choosing	
Formative Assessment Tools (by grade, if applicable)		When Administered	
Summative Assessment		When Administered	

Tools (by grade, if applicable)			
Publicly Stated Performance Goals for Summative Assessments		Internal Performance Goals for Summative Assessments	

Other			
Primary Standards		Reason For Choosing	
Supplemental Standards (if any)		Reason For Choosing	
Primary Curriculum		Reason For Choosing	
Supplemental Curriculum (if any)		Reason For Choosing	
Formative Assessment Tools (by grade, if applicable)		When Administered	
Summative Assessment Tools (by grade, if applicable)		When Administered	
Publicly Stated Performance Goals for Summative Assessments		Internal Performance Goals for Summative Assessments	

Please identify any additional goals that the school's leadership and governing board have set for performance in areas such as attendance, parent satisfaction, graduation rates, etc.:

Other Performance Goals	
Performance Area	Target Goal

Please describe how the school's assessment plan allows tracking student performance over the course of each year as opposed to tracking performance from one year to the next:

--

Please explain how you will raise the achievement of low-performing students to grade level:

--

Please explain how you will engage parents and families in the education and assessment of students. Specifically address your plans to involve minority families:

--

VII. FINANCE

Above and beyond public revenues, how much supplemental funding per year will be required to sustain the school's programs during its first three years of operation? (Answers should align with attached financial projections, therefore, please complete those documents first):

	First Year	Second Year	Third Year	Total
Total Operating Expenses				\$0
Total Public Revenues				\$0
Total Required Supplemental Funds	\$0	\$0	\$0	\$0

Please briefly describe when the school expects it will be able to sustain its core operations solely with per pupil public revenues and how the school will maintain fiscal stability and protect against funding fluctuations, emergency facility costs, delays in public payments, and other unexpected financial challenges:

--

Please indicate funding that the school will receive and the schedule for those funds (federal, state, local, philanthropic grants, in-kind, etc.). Expand this table to include additional boxes as necessary:

Source (or note as anonymous)	Purpose (facilities, operations, etc.)	Amount	(Pending or Confirmed?)	Schedule (mo./yr.)
Example: Federal Title V	Startup	\$150,000	Pending	June 2009
Example: Local/State PPR	Operations	\$50,000	Confirmed	Starting on Sept. 2009
Total:		\$0		

VIII. STUDENT DATA MANAGEMENT AND ENROLLMENT

Please outline plans for adopting and implementing a student information system (SIS) and describe how this will assist school leaders in managing the school's future academic success:

If you have a particular SIS in mind, please name the program:

Also share with us why you have chosen a particular SIS:

Please outline your plans for enrolling students. Include a timeline of activities and description of enrollment documents/forms that the school anticipates using for the enrollment process:

IX. SCHOOL AUTONOMY

Will the school exercise complete control over its budget and purchasing decisions?

As necessary, please explain:

Will the school have banking and accounting systems separate from its authorizer?

As necessary, please explain:

Will the school exercise control over staff recruitment, hiring, evaluation, compensation and dismissal?

As necessary, please explain:

Will your teachers be part of a collective-bargaining unit or governed by a local teachers' union contract?

If yes, please name the union and provide a copy of the contract:

X. BOARD GOVERNANCE

List board member names with short descriptions of their affiliations and backgrounds:

Please describe steps the board is taking to develop its ability to effectively govern the school and oversee its performance:

Please describe the board's primary responsibilities and which areas of expertise and constituencies are represented:

Please describe any legal requirements for public charter school boards in your state:

Please indicate which board members, if any, will receive compensation or remuneration from the school, the anticipated amounts, and the services that will be provided:

XI. SCHOOL LEADERSHIP

If a school leader has already been chosen, please describe his or her qualifications. If not, please describe what process the founding team plans to follow in recruiting a school leader and when they will be hired. Also summarize the professional background this individual is expected to possess:

XII. NETWORK OF SUPPORT

Please list organizations and individuals that are providing guidance or assistance in the school development process, including consultants and other experts, along with their relevant expertise:

XIII. FACILITY

Please describe the potential school site and facilities agreement in detail (*provide an overview of space, lease/purchase/donation, length of agreement, etc*), including the timing of your negotiations:

Please describe your contingency plan in the event that the first facilities option becomes unavailable:

What do you anticipate spending on facilities as a percentage of your overall operating budget?

 %

What is the estimated annual per pupil student cost for facilities, including all occupancy related costs (utilities, maintenance)?

 \$

XIV. SERVICE CONTRACTS

Will your school have any contracts with educational management organizations, CMOs, or other entities providing technical assistance, back-office or school management services?

If yes, please provide the name of the organization(s) and a copy of the performance contract(s).

Please describe the criteria that were used to select the service provider:

Please indicate the annual cost of their services as a percentage of the school's overall operating budget:

Please describe what benchmarks will be used to hold the provider(s) accountable for performance and how they are incorporated into the contractual agreement:

--

XV. GRANT REQUEST BUDGET

Please provide the cost for each area/item to be addressed as well as the total dollar amount to complete these tasks.

Public Charter School Startup Grant Budget

Name/Description of Task	Amount

BUSINESS PLAN FRAMEWORK

This document provides guidance to potential developers of public charter schools, especially those that are drafting business plans to satisfy the requirements of the Office of the Superintendent of Education (OSSE). This document was adapted from the Walton Family Foundation (WFF) planning and startup grants and should be fairly consistent with their business planning process. The outlined is designed to help developers think through critical business issues surrounding the creation and ongoing management of charter schools. Please complete this application to the extent possible. Some questions may ask for information that is still forthcoming. Please note where this applies.

Financial Statements

Financial projections are central to any business plan. OSSE recommends that you begin your business planning by working through a first draft of your financial projections. The Microsoft Excel Workbook affiliated with this document includes templates for the three types of financial statements that should be included in your business plan. *If Excel workbook is needed, please email opcsfs.funding@dc.gov to request the file.*

1. Annual Operating Budget

The annual operating budget (see first tab in the Excel workbook) will show your school's estimated revenues, estimated expenses, and projected surplus or deficit. The sample budget shows revenues by source (e.g., state aid, federal aid, grants, fees, etc.) and expenditure by object (e.g., salaries, benefits, rent materials, books, services, professional training, utilities, insurance, etc.) for the year.

2. Monthly Cash Flow Projections

The monthly cash flow projections (see second tab in Excel workbook) utilizes the same revenue and expenditure categories as the annual operating budget, but it breaks the information down into monthly columns. This allows developers to analyze whether the school will have enough money to pay its bills at the end of each month. If revenues arrive later than when expenditures must be paid, then the school needs working capital (e.g., reserves or a short-term loan).

3. Five-Year Revenue and Expenditure Projections

The five-year projection of anticipated income and expenses (see the third tab in workbook) will forecast the planned growth, development and needs of the school over time.

Charter School Business Plan Outline

I. Executive Summary

Briefly describe your plans for the school, including its unique mission, instructional philosophy, leadership, projected revenues and expenses.

II. School Description

Describe in detail your vision for the school. Be sure to include:

- A. Proposed name of the school
- B. General or specific Location of the school
- C. The school's mission statement
- D. Brief description of the student body. Including counts by grade levels
- E. Statement of the schools ideal target student population with explicit reference to the types of students that you most hope to serve, described by income level, race/ethnicity, academic performance, and prior academic experience

- G. The school's instructional philosophy and focus
- H. Brief description of the school's leadership, faculty and staff

III. Authorizer

Provide basic information about the entity that will be asked to authorize the school's charter. Be sure to include:

- A. The authorizer's name
- B. Projected timeline for consideration of school's charter petition
- C. Decision makers for the authorizer, and basic information on each
- D. Authorizer's historical record approvals and rejections, with details about their record concerning schools similar to yours
- E. Authorizer policies and practices that might influence the school's charter petition and renewal
- F. Authorizer policies and practices that might strengthen or hamper the autonomy of the school
- G. Alternative authorizers, if available
- H. Options for appealing a rejection of your charter petition, if applicable

IV. Market Analysis

Provide a description of your "market" from the perspective of parents and students. Be sure to include:

- A. Description of the general or specific boundaries of the neighborhood or area that the school will serve
- B. Description of the students in the neighborhood or area that the school intends to serve. Include size of target market and such demographic characteristics as income, race/ethnicity, education levels and household structures. Address the implications of these demographics to how you will shape your school, including governance, leadership, outreach, curriculum and instruction
- C. Description of the current and expected educational options for children in your target market. Present a matrix listing all traditional public charter and private schools with which your School will be competing, noting key demographics and the academic performance of each one

V. Marketing Strategy

Describe your plans for recruiting students to your school. Be sure to include:

- A. Plans for communicating with families, organizations and local leaders about the school, with particular attention to communicating with hard-to-reach communities and neighborhoods
- B. Description of your student recruitment plans and policies with particular attention to how you will recruit a representative sample of the geographic area you will serve
- C. Description of your proposed enrollment and admissions policies, including timelines. Attach your proposed enrollment and admission forms

VI. Human Resources

Describe your plans for recruiting and training staff. Be sure to include:

- A. The staffing plan, including types and number of employees and efforts to recruit staff members who are racial/ethnic minorities

- B. Job descriptions for all school staff, including administrators, teachers, and aides
- C. Organization chart
- D. Recruitment plans and policies for administrators, teachers, and aides. Address how these plans will reflect the diverse needs of the local community
- E. Plans and policies for providing key staff with feedback on their performance
- F. Plans and policies for continually improving the performance of staff
- G. Plans to outsource any key functions (e.g., payroll, food service, nursing, counseling, special education, etc.)

VII. Governance and Management Structure

Describe how the school will be governed and managed. Be sure to include:

- A. Form of business organization (e.g., for-profit or nonprofit corp.)
- B. Description of any proposed or existing relationships with educational management organizations, charter management organizations, or outside consultants
- C. Description of any proposed or existing contracts for business, operational or instructional services
- D. List of board members, with brief descriptions of their affiliations, areas of expertise, and the constituencies they represent. (Attach full resumes of key board members)
- E. History of the founding board, including how it was developed, with explicit attention to how the founding group sought board members to build the board's expertise in key areas and its understanding of the families your School in tends to serve.
- F. Plans, if any, for developing the board, including representation of local constituencies, areas of expertise, and fundraising capacity.
- G. Division of responsibilities between governing board and administrators

VIII. Instruction

Describe your plans for achieving instructional excellence *at* your School

Be sure to include:

- A. Proposed student goals and outcomes
- B. Achievement standards for key academic areas
- C. Chosen curriculum with description of its relationship to standards
- D. Mechanisms for periodically assessing progress toward goals, outcomes and achievement standards
- E. Methods for addressing students whose baseline aptitude, performance, and prior school experience are dramatically below standard
- F. Methods for assessing instructional practice and informing teachers of areas that need improvement
- G. School calendar and daily schedule
- H. Plans for extended day or year, if applicable

IX. Data Management Plan

Describe your plans for managing student and other school data to:

- A. Comply with reporting requirements of your authorizer, relevant government agencies and private supporters
- B. Operate key school functions efficiently
- C. Improve the operational and financial management of the school
- D. Improve instruction and achievement

X. Facilities Plan

Describe your plans for Locating and developing school facilities. Be sure to include:

- A. Detailed explanation of space needs over the next five years
- B. Detailed explanation of technology, furnishings and equipment needs
- C. Explanation of facility options available to you and potential costs of each
- D. Plans for financing and completing renovations and upgrades
- E. Plans for financing a permanent home for your school, if applicable

XI. Critical Path Timeline

Include a timeline showing when you expect to accomplish each critical step as you move toward opening your school

XII. Financial Data

Attach your annual operating budget monthly cash flow projections, and five-year financial projections.

XIII. Fundraising

Describe your financial development plans, including likely prospects and how additional resources beyond local, state and federal would be used.

XIV. Contact Information

Include contact information for the school-planning leader and two others.

Hypothetical Charter School Annual Operating Budget		
		<i>Comments and Underlying Assumptions</i>
Major Assumptions:		
Number of students	280	Assumes K-6, two classes of 20 students per grade
Student:teacher ratio	20:1	
Number of teachers	14	
Number of instructional aides	7	
Facility square footage	22,400	Assumes 80 square feet per student
Average teacher salary	\$ 40,000	
Average instructional aide salary	\$ 25,000	
Base State and Local Aid/Student	\$ 5,000	
State Categorical Funding/Student	\$ 500	
Federal Categorical Funding/Student	\$ 350	
REVENUES		
Base state and local aid	\$ 1,400,000	
State categorical funding	140,000	
Federal categorical funding	98,000	
Grants and fundraising	75,000	
Total Revenues	\$ 1,713,000	
EXPENDITURES		
Salaries		
Director	\$ 65,000	
Teachers	560,000	
Instructional aides	175,000	
Secretary	30,000	
Benefits		
Retirement	83,000	Assumes state retirement system at 10% of salaries
Health	69,000	Assumes \$250/month per employee
FICA	11,136	Assumes Medicare at 1.45% of salaries
Other	19,200	Assumes 2.5% of salaries for workers' comp, unemployment insurance, and other payroll costs
Books and Supplies		

Texts and instructional materials	35,000	Assumes \$125 per student
Other books	21,000	Assumes \$75 per student
Software	10,000	Assumes 40 computers at \$250 each
Classroom paper and supplies	28,000	Assumes \$100 per student
Office supplies	2,400	Assumes \$200/month
Janitorial supplies	3,600	Assumes \$300/month
Services and Contracts		
Custodial	14,250	Assumes 190 days at \$75
Bookkeeping & Audit	12,000	Assumes \$500/month bookkeeping, \$6,000 audit
Legal	8,000	Assumes \$6,000 retainer, \$2,000 reserve
Liability & property insurance	12,000	
Waste disposal	1,800	Assumes \$150/month
Student testing & assessment	7,000	Assumes \$25 per student
Staff development	22,500	Assumes \$1,500/teacher plus director
Special education consultant	56,000	Assumes \$200 per student average cost
Travel & conferences, board retreat	13,750	Assumes \$750 per teacher, plus \$2,500 board retreat
Internet service provider	9,600	Assumes 40 accounts at \$20/month
Postage	1,440	Assumes \$120/month
Copier lease	3,600	Assumes \$300/month
Facilities and Capital		
Rent/lease/mortgage	282,240	Assumes monthly triple net least at \$1.05/square foot
Replace furnishings & equipment	28,000	Assumes \$100/student
Gas/electric	5,400	Assumes \$450 per month
Phone	2,400	Assumes \$200 per month
Security alarm	1,200	Assumes \$100/ per month
Total Expenditures	\$ 1,593,516	
Surplus (Deficit)	\$ 119,484	

Hypothetical Charter School Monthly Cash Flow

	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.
REVENUES								
Base state and local aid	\$ -	\$ -	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000
State categorical funding	-	-	14,000	14,000	14,000	14,000	14,000	14,000
Federal categorical funding	-	-	9,800	9,800	9,800	9,800	9,800	9,800
Grants and fundraising	75,000	-	-	-	-	-	-	-
Total Revenues	\$ 75,000	\$ -	\$ 163,800	\$ 163,800	\$ 163,800	\$ 163,800	\$ 163,800	\$ 163,800
EXPENDITURES								
Salaries								
Director	\$ 5,417	\$ 5,417	\$ 5,417	\$ 5,417	\$ 5,417	\$ 5,417	\$ 5,417	\$ 5,417
Teachers	-	-	56,000	56,000	56,000	56,000	56,000	56,000
Instructional aides	-	-	17,500	17,500	17,500	17,500	17,500	17,500
Secretary	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Benefits								
Retirement	792	792	8,142	8,142	8,142	8,142	8,142	8,142
Health	5,750	5,750	5,750	5,750	5,750	5,750	5,750	5,750
FICA	928	928	928	928	928	928	928	928
Other	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600
Books and Supplies								
Texts and instructional materials	-	17,500	17,500	-	-	-	-	-
Other books	-	-	10,500	10,500	-	-	-	-
Software	-	-	5,000	5,000	-	-	-	-
Services and Contracts								
Custodial	-	-	1,425	1,425	1,425	1,425	1,425	1,425
Bookkeeping & Audit	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Legal	667	667	667	667	667	667	667	667
Liability & property insurance	-	12,000	-	-	-	-	-	-
Waste disposal	150	150	150	150	150	150	150	150
Student testing & assessment	-	-	-	-	-	-	-	-

					3,500			
Staff development	-	-	-	-	11,250	-	-	-
Special education consultant	-	-	5,600	5,600	5,600	5,600	5,600	5,600
Travel & conferences, board retreat	-	-	-	-	-	6,875	-	-
Internet provider	-	-	960	960	960	960	960	960
Postage	120	120	120	120	120	120	120	120
Copier lease	300	300	300	300	300	300	300	300
Facilities and Capital								
Rent/lease/mortgage	47,040	23,520	23,520	23,520	23,520	23,520	23,520	23,520
Replace furnishings & equipment	-	14,000	-	-	-	14,000	-	-
Gas/electric	450	450	450	450	450	450	450	450
Phone	200	200	200	200	200	200	200	200
Security alarm	100	100	100	100	100	100	100	100
Total Expenditures	\$ 67,213	\$ 87,193	\$ 168,688	\$ 151,188	\$ 150,438	\$ 156,563	\$ 135,688	\$ 135,688
Monthly Surplus (Deficit)	\$ 7,787	\$ (87,193)	\$ (4,888)	\$ 12,612	\$ 13,362	\$ 7,237	\$ 28,112	\$ 28,112
Cash in Bank (Cash Deficit)	\$ 7,787	\$ (79,406)	\$ (84,294)	\$ (71,682)	\$ (58,320)	\$ (51,083)	\$ (22,971)	\$ 5,141

Hypothetical Charter School Five-Year Revenue and Expenditure Projections					
	Current	Year	Year	Year	Year
Assumptions	Year	2	3	4	5
Revenue Growth		2.5%	2.5%	2.5%	2.5%
State & local government price deflator (COLA)		2.5%	2.5%	2.5%	2.5%
Number of additional students		0	0	0	0
Number of additional staff		0	0	0	0
REVENUES					
Base state and local aid	\$ 1,400,000	\$ 1,435,000	\$ 1,470,875	\$ 1,507,647	\$ 1,545,338
State categorical funding	140,000	143,500	147,088	150,765	154,534
Federal categorical funding	98,000	100,450	102,961	105,535	108,174
Grants and fundraising	75,000	-	-	-	-
Total Revenues	\$ 1,713,000	\$ 1,678,950	\$ 1,720,924	\$ 1,763,947	\$ 1,808,046
EXPENDITURES					
Salaries					
Director	\$ 65,000	\$ 66,625	\$ 68,291	\$ 69,998	\$ 71,748
Teachers	560,000	574,000	588,350	603,059	618,135
Instructional aides	175,000	179,375	183,859	188,456	193,167
Secretary	30,000	30,750	31,519	32,307	33,114
Benefits					
Retirement	83,000	85,075	87,202	89,382	91,616
Health	69,000	70,725	72,493	74,305	76,163
FICA	11,136	11,414	11,700	11,992	12,292
Other	19,200	19,680	20,172	20,676	21,193
Books and Supplies					
Texts and instructional materials	35,000	35,875	36,772	37,691	38,633
Other books	21,000	21,525	22,063	22,615	23,180
Software	10,000	10,250	10,506	10,769	11,038
Services and Contracts					

Custodial	14,250	14,606	14,971	15,346	15,729
Bookeeping & Audit	12,000	12,300	12,608	12,923	13,246
Legal	8,000	8,200	8,405	8,615	8,831
Liability & property insurance	12,000	12,300	12,608	12,923	13,246
Waste disposal	1,800	1,845	1,891	1,938	1,987
Student testing & assessment	7,000	7,175	7,354	7,538	7,727
Staff development	22,500	23,063	23,639	24,230	24,836
Special education consultant	56,000	57,400	58,835	60,306	61,814
Travel & conferences, board retreat	13,750	14,094	14,446	14,807	15,177
Postage	1,440	1,476	1,513	1,551	1,589
Facilities and Capital					
Rent/lease/mortgage	282,240	289,296	296,528	303,942	311,540
Replace furnishings & equipment	28,000	28,700	29,418	30,153	30,907
Gas/electric	5,400	5,535	5,673	5,815	5,961
Phone	2,400	2,460	2,522	2,585	2,649
Security alarm	1,200	1,230	1,261	1,292	1,325
Total Expenditures	\$ 1,593,516	\$ 1,633,354	\$ 1,674,188	\$ 1,716,042	\$ 1,758,944
Surplus (Deficit)	\$ 119,484	\$ 45,596	\$ 46,736	\$ 47,904	\$ 49,102

Please utilize the following format to complete the Initial Implementation Action Plan and Budget. Repeat the format for each goal. *If Word version is needed, please email opcsfs.funding@dc.gov to request the file.*

HYPOTHETICAL INITIAL IMPLEMENTATION ACTION PLAN & BUDGET				
Implementation Year: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3				
Goal #1: To implement a comprehensive student recruitment and family& community outreach process.				
Need Statement: XYZ public charter school will use the funds to: <ul style="list-style-type: none"> • Purchase marketing, outreach and promotional materials • Create a system for tracking family needs and concerns • Recruit and attract quality teachers and administrative staff 				
Objective: <ul style="list-style-type: none"> • To increase awareness in the community about XYZ public charter school and the program we offer to students. • To attract a talented, high-quality diverse teaching staff. • To create a program and system for retaining students and families to ensure full student enrollment, a stable student population and to increase parent satisfaction and engagement. 				
Methods of Evaluation: <ul style="list-style-type: none"> • Enrollment numbers • Staff retention and hiring numbers • Parent satisfaction surveys • Community events and involvement 				
Goal/Detailed Activity #	Person Responsible	Indicators of Success	Date to be Completed	Budgeted Amount
1.1				
1.2				
1.3				
1.4				

Original Receipt
FY 2010 Public Charter School Replication and Growth Grant
RFA #GD0-CRG-10

The Office of the State Superintendent of Education is in receipt of

(Contact Name/Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone)

(Fax)

(Project Title)

(Amount Requested)

OSSE USE ONLY:

Please Indicate Time:

_____ Applications with Original

RECEIVED ON THIS DATE

_____/_____/_____

Received by: _____

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD